

4-221A. Party's certificate of service.

[For use by parties in the Magistrate Courts]

CERTIFICATE OF SERVICE

I hereby certify that on this _____ day of _____, _____ this
_____ (*insert paper served, such as "answer" or "notice"*) was
[mailed by United States first class mail and addressed to]

Name: _____
Address: _____
City, State _____
and zip code: _____
Telephone: _____

[faxed by _____ (*name of person who faxed document*) to
_____ (*name of recipient*) at _____ (*telephone number*). The
transmission was reported as complete. The time and date of the transmission was _____ [a.m.]
[p.m.] on _____ (*date*).]

[e-mailed to _____ (*name of party or attorney*) at _____
(*electronic mail address of recipient*) upon agreement of the party to accept electronic service. The
transmission was successful. The time and date of the transmission was _____ [a.m.] [p.m.]
on _____ (*date*).]

[delivered to _____ (*Specify how service by delivery was made. See Use
Note for the methods service may be made using this alternative.*)
_____.]

Signature of person sending paper

Date of signature

USE NOTE

This form may be used in the magistrate courts to prepare a certificate or affidavit of service.
Only the applicable parts should be used. *See* Rule 2-203 NMRA for service of papers after the
complaint.

[As adopted by Supreme Court Order No. 09-8300-036, effective November 16, 2009.]